

STATEMENT OF WORK
Training Specialist Contractor (equivalent GS-13)
Training, Education, and Exercises Section
Division of Civilian Response Operations
Office of the Coordinator for Reconstruction and Stabilization (S/CRS)
US Department of State

Introduction

This position is located in the Training and Education Section, Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The incumbent provides direct support and assistance to the Section Chief in the administration and management of CRO led Training and Exercises for the Civilian Response Corps (CRC).

Major Duties and Responsibilities

The Training Specialist will work to support all training and education activities for S/CRS. As a member of the Training Unit, the Training Specialist will:

1. Provide strategic direction and oversight for S/CRS courses at FSI and other training institutions, and support S/CRS' contributions to other training courses, exercises, and experiments with specific focus on:
 - Training Courses- support course material updates, provide logistical assistance and scheduling of course presenters;
 - Training Development- lead design/management teams and processes for vetting subject matter experts from the Department of State in support of DoD and other training and exercise requirements and activities; and
 - Distance Learning- assist in the design of R&S distance learning courses through FSI, JKO, and other interagency and military partners.
2. Support the Training, Education, Exercises, and Experimentation Sub-PCC with implementing and assessing the Interagency R&S Training Strategy for civilian readiness and response:
 - Identify, assess, and establish relationships/partnerships with existing training programs to potential leverage resources for R&S related training;
 - Assess/update a standard training curriculum for USG personnel participating in R&S operations;
 - Support the Training and Education System in managing, tracking, and developing R&S training curricula for USG personnel;
 - Support and facilitate Civilian Response Corps (CRC) training for Active and Standby Corps members;
 - Coordinate with S/CRS' Planning, Conflict Prevention, Civilian-Military, and Strategic Communications divisions to harmonize training efforts throughout the organization; and

- Liaise with the training divisions of S/CRS' USG interagency partners and the DoD on R&S related activities.
 - Lead interagency working groups to determine and achieve consensus on appropriate training objectives for topics relevant to R&S.
3. Support S/CRS efforts to develop effective R&S training & education relationships, networks, and partnerships with USG agencies, foreign governments, and private implementing partners:
- Assure appropriate support and participation from S/CRS with the Consortium on Complex Operations (CCO), the Stability, Security, Transition, and Reconstruction (SSTR) Senior Leaders Group, and the National Security Professional (NSP)/National Security Education Consortium (NSEC), US Army Peacekeeping, Stability Operations Institute (PKSOI), etc.;
 - Support S/CRS Office of Strategic Communications in training related international activities and outreach; and
 - Work with and support S/CRS' Civilian-Military division in planning and implementing military exercises and experiments as they relate to R&S training for the CRC.
4. Carry out other training related duties as required.

Key Qualifications

Effectively creating and shaping the USG's approach to training for R&S situations will be extremely demanding of S/CRS staff, but also highly rewarding. The ideal candidate for the Training Specialist position must possess the following qualifications:

- Strong interpersonal, facilitation, and multitasking skills;
- Effective analytical and problem-solving skills;
- Innovative and a initiative-taking, while able to work in a team environment;
- Extremely flexible to meet shifting priorities and deadlines;
- Excellent oral and written communication skills;
- Knowledge of the USG foreign policy structure, assistance programs, the interagency policy process, international affairs, and Reconstruction & Stabilization theories, concepts, and operations;
- Experience in organizational development and/or designing training strategies, programs, or courses;
- Background in military operations and/or overseas international development; and
- Experience participating in an R&S operation overseas or in Washington, D.C., is also considered highly desirable.

Supervisory Controls

The supervisor sets overall objectives for work and informs the employee of resources available. The supervisor and employee in consultation discuss the work to be done, the project scope, and the deadlines for completion. Incumbent is responsible for independently planning, scheduling, and executing assignments and resolving most difficult and unique problems, referring to the supervisor only in the most unusual cases that may have serious implications. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

Work Conditions

Work is primarily sedentary, performed in a typical office setting.

Special Requirements

The position requires a secret level security clearance.

Period of Performance

The Training Specialist will serve at S/CRS/CRO for a 12 month period, from o/a November 1, 2008 through October 31, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) by November 15, 2008 with "S/CRS CRO Training Specialist" in the subject line. Finalists will be contacted.